

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, August 22, 2014 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Kortenhof, Krug, Millan, Peterson, Platner, Price, Queen, Teichmiller, Troyk, Tuckwell

Members Absent: Hammer, Ritchie (excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:02 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; Chad Murphy-Price and his service dog, Henry.

Public Comment & Introductions: Introductions were made.

Approval of the Agenda: Price moved to approve the agenda with eighteen items; Millan seconded. All Ayes. Motion Carried.

Approval of the Minutes of the July 25, 2014 Board of Directors Meeting: Queen moved to approve the minutes of the July 25, 2014 Board of Directors meeting with the word “year” substituted for the word “week” on the third line of the “Part-Time Employee Health Insurance Premiums” section. Gresser seconded. All Ayes. Motion Carried.

Consent Agenda:

Financial Statements – July 2014: After review, Queen moved to receive the July 2014 financial statements and place them on file subject to audit. Platner seconded. All Ayes. Motion Carried.

Time Reporting Percentage – July 2014: The July 2014 Time Report shows a percentage capture of 38.34% and a year-to-date percentage of 38.20%. These figures are well above what is needed to fully fund the 2014 ADRC-NW Budget.

Regional Managers Report: 1) Janet Zander of the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) will be at the ADRC-NW on Thursday, August 28, 2014 to provide advocacy training. From 9:00 A.M. until 11:00 A.M. the training will be for staff, ADRC-NW Board Members, and members of the local Commission on Aging. It will cover how to connect with federal, state, and local legislators. From 11:00 A.M. until 12:00 Noon, there will be discussion with ADRC-NW Board Members on Family Care and how its expansion is being handled by other ADRCs throughout the state. 2) On September 16, 2014, Julie Schroeder of the Office of Resource Center Development

(ORCD) will provide time report training for staff and supervisors in order to maximize time reporting percentages. At the time the Disability Benefit Specialists also will be discussing who should be referred to them by the I & A Workers. 3) On September 19th, work will start on next spring's Aiming for Excellence presentation at the statewide ADRC Conference. It will be on youth and transitions. 4) Buck Rhyme will provide training for the regional supervisors on September 23rd. 5) Rhyme will also provide half day Board training, probably on October 28th in Minocqua. 6) ORCD is working with Amy Flowers regarding the statewide dementia program. Parkkila participated in a conference call with other ADRC Managers regarding what the ADRCs across the state are doing now, what it is working well, and what needs improvement. 7) Parkkila will be meeting with Kinziegreen to work on the ADRC-NW Web site refresh. The goal is to begin implementation of updates by September or October. 8) The G.W.A.A.R. Conference will be held this year on September 11-12. So far, Bix, Parkkila, Teichmiller, and Troyk have signed up to attend.

Board of Directors 2014 Evaluation: Bix reviewed the evaluation. Almost all of the responses fell into the "Agree" or "Strongly Agree" categories. There was some concern about Board Members not attending outside activities to promote the ADRC-NW, about some Board Members not fully understanding all the financial aspects of the budget, and about some Board Members not participating at Board Meetings. Two other items of concern, the lack of a calendar of events for Board Members and the lack of Board recruitment and training of new Members, are being addressed.

Board of Directors Committee Assignments: Cushing moved to appoint Troyk to the Finance Committee, Tuckwell to the Executive/Personnel Committee, and Peterson to the Program Evaluation Committee. Queen seconded. All Ayes. Motion Carried. Committee assignments will be reviewed at the end of the year.

ADRC of the Northwoods Bylaws Review & Revision: No Action Taken.

Regional Manager Primary Office Location Assignment: No Action Taken.

Board Roster Updates: The ADRC-NW Board Roster was passed around to all Board Members for additions and verification.

Update on Telephone System: The ADRC-NW phone consultant reviewed the contracts received from Charter and felt they captured all appropriate services. Teichmiller and Krug also reviewed and approved the contracts. Parkkila then signed them. A 30-45 day time frame for the build is needed. A letter will be going out to Frontier on Monday, September 25, 2014 giving them the required 30-day notice of termination. Quality of service issues are still occurring 3-4 times per week. It appears that the cost will be approximately \$60,000 for the equipment, the actual install, and the staff training. The \$60,000 total includes a previously approved quote by the Board for

equipment needs related to the video conferencing equipment. The telephone system will have many new features.

2015 Budget Process: The 2015 Budget is due by November 2014. The Finance and Executive/Personnel Committees will be working on this jointly. It is hoped that the completed budget can be presented for to the full Board for approval at the October 2014 meeting.

Family Care Updates: Seven counties in the northeastern portion of the state will be getting Family Care in 2015. That leaves only eight counties without Family Care: Adams, Dane, Florence, Rock, Oneida, Vilas, Forest, and Taylor. Rock County has submitted a County Board resolution requesting Family Care. Oneida, Vilas, and Forest are all working on County Board resolutions to ask the state to be considered for Family Care implementation. Teichmiller would like to have one person from each of the counties in the ADRC-NW form a committee to work on getting a proposal together for the State.

Board Member Report Community Feedback: The statewide advertising campaign for ADRCs has been fantastic, and the results are evidence in the ADRC-NW numbers.

Future Agenda Items: 2015 Budget, Telephone System Update

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, September 26, 2014 at 1:00 P.M. It will be held in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 2:23 P.M.

Handouts: Minutes of the July 25, 2014 Board of Directors meeting; July 2014 Revenue/Expense Report; July 2014 Transaction Activity Report; July 2014 Time Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison; 2014 Annual Board of Directors Evaluation.